



FY2026 VETERANS ASSISTANCE GRANT

COLORADO DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

Applications due: March 01, 2025 Submit to:

grant.submission@dmva.state.co.us

**PLEASE READ ALL THE INSTRUCTIONS-Application instructions
contain NEW INFORMATION**

Questions?

Please contact Lisa.Stamm@dmva.state.co.us

IMPORTANT APPLICATION INFORMATION

PLEASE READ ALL THE INSTRUCTIONS CAREFULLY

This application includes **new information** for this year. Please review all instructions thoroughly to ensure your application is complete and accurate.

NEW: Required Meeting for New Applicants

If you are a new applicant, you must schedule a meeting with the Grants Manager to review your proposed project and budget. This step is required before submitting your application.

To schedule the meeting, please send a request to:

Lisa Stamm

Grants Manager, Colorado Division of Veterans Affairs

Email: lisa.stamm@dmva.state.co.us

Please ensure to schedule this meeting well in advance of the application deadline.

APPLICATION TRAINING

The Colorado Division of Veterans Affairs will hold training sessions for this year's grant application process. These sessions will cover all new details, including examples to guide applicants.

Training Dates and Webinar Links:

Please check the [Colorado Division of Veterans Affairs website](#) for the most up-to-date schedule.

All applicants are strongly encouraged to attend at least one training session to ensure they are familiar with this year's updates and the application process.

APPLICATION TECHNICAL ASSISTANCE

If you need **individual assistance** with your application, please contact **Lisa Stamm** to schedule a one- on-one appointment at:

Email: Lisa.Stamm@dmva.state.co.us

PROGRAM SUMMARY

The **Veterans Assistance Grant (VAG)** was established by the **Colorado State General Assembly** to provide services that enhance the health and well-being of veterans living in Colorado. Previously known as the **One Year Grant**, the VAG is funded through **annual appropriations** made by the General Assembly.

In **2014**, the grant program was codified into **Colorado Statute, Section 28-5-712, C.R.S.**, which ensures ongoing funding for the **Veterans Assistance Grant Program** through annual appropriations. These funds are intended to support services that improve veterans' overall well-being, including:

- **Mental health services**
- **Family counseling**
- **Job training and employment assistance**
- **Housing for homeless veterans**
- **Other types of veteran support services**

GRANT ADMINISTRATION

The **Colorado Division of Veterans Affairs (Division)** administers the VAG in consultation with the **Colorado Board of Veterans Affairs (Board)**. The Division is responsible for the following:

- Developing **guidelines and standards** for the grant process, including:
 - The **application format**.
 - Criteria for **qualifying applicants** and selecting **grantees**.
 - Establishing the **term and amount of grants** awarded.
 - Defining standards for evaluating the **effectiveness** of programs receiving a VAG.
- A **Grant Review Committee**, comprised of **Division staff** and **Board members**, reviews applications and makes **funding recommendations**.
- The **Department of Military and Veterans Affairs** approves and awards all grants.

PURPOSE AND SCOPE

Goal and Expected Outcomes of the Veterans Assistance Grant (VAG)

The overarching goal of the **Veterans Assistance Grant (VAG)** is to support organizations in addressing **community-defined needs** of veterans, ultimately improving the **health and well-being** of veterans across the state of **Colorado**.

The Department is particularly interested in receiving applications from programs that emphasize a **behavioral health approach** to addressing veterans' needs.

EXPECTED OUTCOMES

The anticipated outcomes of the VAG include:

- **Enhanced self-sufficiency and economic stability** for veterans.
- **Increased access to health and behavioral healthcare services.**
- **Stable housing and access to supportive services.**
- **Improved food security.**
- **Strengthened relationships and overall well-being** of veterans.

VETERANS ASSISTANCE GRANT (VAG) PROGRAM

Eligibility

The **Veterans Assistance Grant (VAG)** is available to both nonprofit and governmental entities. To be eligible:

- **Nonprofits** must be in good standing with the **Colorado Secretary of State** and be recognized by the **Internal Revenue Service (IRS)** as a **501(c)(3)** tax-exempt organization (excluding 501(c)(19) or 501(c)(23)).
- **Proof of nonprofit status** (determination or affirmation) within the last **5 years** must be submitted with the grant request.
- **Nationally recognized veterans organizations** should apply for the **Veterans Trust Fund (VTF) grant** instead of the VAG.

Programs and Projects

Eligible programs and projects must meet the following criteria:

- They must be located **within Colorado**.
- They must provide **direct assistance** to meet the needs of veterans and their dependents living in Colorado.
- **Veterans** eligible for services under this program include those whose character of service is **other than Dishonorable**.

Veterans Assistance Grant Priority for Underserved Veterans

Veterans Assistance Grant (VAG) funds must prioritize underserved veterans. For the purposes of this grant, underserved veterans include the following groups:

- **Women Veterans**
- **Veterans living in rural or remote areas**
- **Incarcerated Veterans**
- **LGBTQ+ Veterans**
- **Ethnic and Minority Veterans**
- **Native American Veterans**

Terms and Limitations

- **One Application per Organization:** An organization may apply for **only one grant** per funding cycle.
- **No Double Funding:** Organizations may not receive funding from both the **VAG** and **Veterans Trust Fund (VTF)** programs in the same cycle.
- **Ineligible Costs:** The following are not eligible for funding:
 - Administrative costs (e.g., staff positions, overhead, indirect rates)
 - Construction or capital costs
 - Memorials, club renovations, honor guards, and tributes to veterans
 - No security deposits
- **Supplanting:** Grant funds cannot be used to replace (supplant) existing funding for activities or programs. Supplanting is defined as using these grant funds to replace funds already allocated to a program or project.
- **Maximum Grant Award:** The maximum allowable grant award is **\$100,000**, which includes

both program and project costs.

- VAG grantees must prioritize underserved veterans.

Application Process

- **Submission Deadline:** Applications must be submitted by **March 1, 2025**.
 - Only **electronic submissions** will be accepted. Applications submitted by mail will not be considered.
- **Submission Email:** All applications must be sent to grant.submission@dmva.state.co.us.
 - Applicants are encouraged to set up receipt confirmation on their email.
- **Required Attachments:** Applications should be submitted as **two (2) attachments**.
 - Ensure all required elements are included, using the provided templates, formats, and parameters.
- **Application Compliance:** Applications must be complete and comply with all guidelines at the time of submission.
 - Incomplete applications will not be considered.

Questions

For any questions, contact the Grant Manager, Lisa Stamm:

- **Phone:** 720-628-1480
- **Email:** lisa.stamm@dmva.state.co.us

APPLICATION

Only complete applications received by the deadline of **March 1, 2025** will be considered. The required forms for FY026 VAG Grant are attached.

PROGRAM COSTS

An applicant may ask for up to 10% of the project budget for program costs.

- I. Program Costs are directly tied to the delivery of the project, service, or activity undertaken by a grantee to achieve an outcome intended by the funding program. These expenses are directly related to the provision of program activities. Staffing expenses that are necessary to implement a project supported with the grant award, can be included. Allowable costs consist of the following:
 - a. **Project Materials:** Must be defined and requires invoices/receipts for payment
 - b. **Program/staff salaries:** Must submit all other funding and amounts to ensure there is no supplanting. Please describe how position was previously funded.
 - c. **Equipment,** under \$5,000.00
 - d. **Supplies:** Must be defined and requires invoices/receipts for payment
 - e. **Travel:** Must follow state travel rule- mileage rate and per diem- requires mileage/travel forms
 - f. **Outreach:** Must be clearly defined

EVALUATION

Application Review and Evaluation Process

Initial Screening

- Each application will undergo an **initial screening** by the Division's **Grant Manager** to assess **eligibility** and **completeness**.
- **Ineligible** or **incomplete** applications will be returned to the applicant.
- Applications that meet eligibility requirements and are complete will proceed to the next step in the evaluation process.

Evaluation Committee

- Applications are evaluated by a committee composed of:
 - The **Division Director** or their designee
 - **DVA staff**
 - **Board members** (appointed by the Board chairman)
- This committee uses an **objective scoring tool** to determine funding recommendations, considering:
 - Available funds
 - Geographic distribution factors
- **Scoring Considerations:** Applications will be evaluated based on specific criteria, which will be scored accordingly.

Scoring and Funding Decisions

- Applications scoring fewer than **60 points** will **not** be considered for funding.
- The committee's **funding recommendations** and accompanying applications will be forwarded to:
 - **Director of Veterans Affairs** or their designee
 - **CBVA Board Chair** or their designee
 - **DMVA Grants Administrator**
- Recommendations are then sent to the **Adjutant General** for final approval.
- The **decision of the Adjutant General** is final.

Scoring Considerations are as follows:

- Geographic Distribution (10 points)
- Number of Veterans to be Served (10 points)
- Need for Services (10 points)
- Service Gaps (15 points)
- Local Partnerships (10 points)
- Outcomes and Effectiveness (10 points)
- Budget (15 points)
- Internal Score (20 points)

GRANT AWARDS

Grant Funding and Administration

II. Funding Amounts

- Applications may be funded **in full or in part**. The amount of funding awarded may be based on factors such as:
 - **Risk assessment**
 - **Previous compliance or utilization of grant funds**
 - **Track record or capacity of new grantees**
 - **Availability of funds**
- If partial funding is awarded, a **Letter of Intent (LOI)** and the grant agreement will specify any limitations on the funding.

III. Grant Award Process

- Once a grant is awarded, the grantee will receive a **Letter of Instruction (LOI)** along with the terms and conditions of the grant agreement.
- These documents will be emailed to the **authorized representative** listed in the application.
- The **grant agreement** is unilateral, meaning the applicant agrees to the terms and conditions by signing and submitting the application.
- **Reimbursement of expenses** is only eligible after the agreement is fully executed or after **July 1**, whichever is later.

IV. Grantee Responsibilities

- The grantee will receive a **grant handbook** outlining VAG grant processes and procedures. All grantees are expected to read the handbook in its entirety.
- The **authorized representative, program contact**, and any involved individuals must attend a **MANDATORY grantee webinar training** at the beginning of the grant period. Failure to attend will result in **funds being frozen**.
- The grantee must notify the **Grant Administrator** in writing about any changes to the individuals responsible for the grant.

V. Reimbursement Process

- **Reimbursement** is available when grantees have spent organizational funds for grant-related purposes. Grantees must submit:
 - **Proof of expenditures**, such as a copy of the check and corresponding invoices, bills, or receipts.
- **Reimbursement requests** without proper documentation will be denied.

VI. Reporting Requirements

- **Performance Progress Reports** are required and will be included in the grant agreement package. Reports are due quarterly on the following dates:
 - **October 15**
 - **January 15**
 - **April 15**
 - **July 15** (close-out report)
- Reports must include:
 - Number of veterans served
 - Number of **unduplicated** veterans served
 - Number of instances of services
 - Average instances per individual
 - Services provided and how they were delivered
 - Measures of effectiveness
 - Satisfaction survey data
 - Accomplishments and successes
 - Summary of expenditures made during the reporting period
- Any final **reimbursement requests** must be received by the Department no later than **June 30 of the grant agreement period.**

FY2026 VAG Grant Application Form

Legal Name of Organization:

DBA (if applicable):

Mailing Address (include physical address if different):

Phone:

Fax:

EIN:

Website:

Organization Email Address:

Name of Authorized Representative:

Title of Authorized Representative:

Phone:

Email:

Program Contact (person responsible for the day-to-day operation of program or services to be funded):

Contact Title:

Phone:

Email:

Amount of Request:

Organization Information

Mission Statement:

Geographic Area Served (specific to this proposal):

(Briefly) Describe what the grant will be used for:

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge and indicates an agreement to accept the terms and conditions of the grant award.

Typed Name of Authorized Representative

Title

Signature of Authorized Representative

Date

FY2026 VAG Application Program Detail

1. Geographic Distribution (10 points):

- Identify the primary geographic target area to be served.

2. Number of Veterans to Be Served (10 points):

- Identify the number of veterans in the area and provide the data source. [GDX Data](#)
- What is the total number of unduplicated and duplicated veterans you expect to serve?
- What is the number of unduplicated and duplicated veterans served by your program during the previous calendar year?

3. Need for Services (10 points):

- What services do you intend to provide to address the needs of veterans in your area?
- How did you determine these needs?

4. Service Gaps (15 Points):

- Identify any service gaps that currently exist in your geographic area.
- Provide a detailed discussion on how your services will specifically address these identified service gaps, ensuring that you do not duplicate efforts already being made in your area.
- How many underserved veterans did you serve in the previous year, and how many do you expect to serve this year?

Underserved veterans are defined as:

- Ethnic and minority veterans
- LGBTQ+ veterans
- Incarcerated veterans
- Native American veterans
- Women veterans
- Veterans living in rural or remote areas
- Veterans over the age of 65

*Describe your prior outreach efforts specifically targeting underserved veterans.

- Outline your outreach strategy for this grant application and explain how it will help connect with underserved veterans in your service area.
- Describe how you will prioritize underserved veterans in relation to VAG funding.

5. **Local Partnerships (10 Points)**

- How does your agency collaborate with your local County Veterans Service Officer, local partners, and other community organizations to address these gaps in services?

6. **Outcomes and Effectiveness (10 Points)**

- What has been the impact of the services you have provided
 - *Previous grantees must use survey results. Statistical documentation must be included. If you are not a prior grantee, explain how you determine the impact of your services.*
- Clearly identify your expected outcomes.
- Are you willing to participate in any DMVA evaluation efforts.
 - YES/NO

7. **Budget (15 points)**

- Include a breakdown of services your organization provided in the previous fiscal year.
 - This should include detailed information regarding what you spent, and the number of veterans served for each service category.
- **Attach** a line-item budget and budget narrative that clearly identifies estimated expenses, estimated numbers and the purpose for funds for this grant application.
 - OFFICE SUPPLIES must be included in your line-item budget if applicable.
- If applicable, attach a bid sheet from a dealer for vehicle purchase.
- List total agency budget and other grant funding.
- Identify any other sources of funding to be utilized for the program.

Internal Score (20 Points) APPLICANT DOES NOT FILL OUT

- **Scored by Grant Manager.** Prior Grant Management / Program Capacity (for new applicants).
- **If prior grantee:**
 - **Scored based on prior grant management and execution rate.**
 - This includes assessing how well the previous grant was managed, including budget adherence, meeting objectives, and program execution.
- **If new applicant:**
 - **Scored based on the program’s capacity to manage and implement this grant.**
 - This includes evaluating the organization’s demonstrated ability to effectively manage the grant, execute the proposed program, and deliver the intended outcomes.

**Please remember to submit a line-item budget and budget narrative.

Budget Template Example

Item	Description	Unit Cost	Quantity	Total Cost
Total Request				\$

FY2026 VAG APPLICATION ATTACHMENTS

Include each attachment and provide in the order listed:

ATTACHMENT 1

- **Program Narrative/Budget Questions 1-7**

ATTACHMENT 2

- **Pre-Award Questionnaire**
- **Proof of IRS Federal Tax-Exempt Status** and/or letter of affirmation (dated within the last five years)
- **Current Certificate of Good Standing** with the Secretary of State
- **Current IRS W-9** with EIN (must be signed and dated)
- **Grant Guidelines and Veteran Eligibility Policy**